

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MAY 18, 2023

By: ZOOM VIDEO CONFERENCE
MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This Board of Trustees meeting of the Keystone Academy Charter School Board of Trustees is hereby called to Order. The time is 7:03 pm. My name is Gretchen Alston. I am the President of this Board of Trustees, and I will facilitate this meeting.

This is a public meeting of the Board of Trustees of the Keystone Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website in the monthly calendar.

All members of the public are welcome to sit and listen to the Board of Trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5 pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that the executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

A. Roll Call by Daniel H. Saidel, Esq.:

Gretchen Alston - President	“GA”
Fred Phelps - Vice President	“FP”
Alma Diggs - Treasurer	“AD”
Angela Epperson - Secretary	“AE”
Marie McCarthy - Member	“MM”
Tina Peterson - Member	“TP”

Board Members Present:	By Invitation: Non-Board Members Present:
<p>Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Tina Peterson</p>	<p>Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer</p>

Board Members Absent:

Marie McCarthy

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on May 18, 2023 the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege, or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Additional Notes of the Meeting:

Dr. Kathryn Makar, Keystone Academy Charter School Safety Officer, distributed and reviewed with the board the Keystone Academy Charter School Safety Coordinator Annual Report.

C. Approval of Agenda

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23051801

Approval of the Agenda By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the May 18, 2023 Meeting Agenda as presented.

D. Approval of Minutes

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23051802

Approval of April 20, 2023 Minutes of Meeting By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the April 20, 2023 meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23051803

Acceptance of the Chief Executive Officer Report By: Dr. Claudia Lyles CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the CEO and hereby incorporates into these minutes by reference the written report to the board; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the CEO Report of Dr. Claudia Lyles:

- 1) Construction – The most recent construction meeting was held on Tuesday of this week. It was preceded by a site tour conducted by Tom Nikerle. AR Spruce representatives were on site. Construction is on schedule. The concrete basement walls have been completed and the cinderblock stairwell is being constructed. It is anticipated that the stairwell will be completed within the next three weeks. The delivery ramp has been cut out; fans have been removed from the kitchen and the exterior wall. Portable fans have been placed in the kitchen to cool the area. Steel has been procured and will be installed after students leave for the summer on June 14.
- 2) PSSAs were completed earlier last week. This includes all make-up sessions.
- 3) Interviews are being conducted for the Vice Principal and Counselor. Teacher interviews are being conducted ongoingly.
- 4) End-of-Year trips are taking place. Groups are going to the zoo and Baltimore.
- 5) Graduation is scheduled for June 14 at 2:00 PM. Board members are invited to attend.

Resolution 23051804

Acceptance of the April 2023 Treasury Report: By Mr. Michael Danyo of Santilli and Thomson

MOTION
AD
SECOND
FP
VOTE:
[X] PASS
[] FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the April 2023 Financial Report of Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents presented by Michael Danyo to the board; and

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School accepts the April 2023 *Treasury Report* in the amount of \$133,582.05 as presented by Michael Danyo of Santilli and Thomson; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate

any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

M. Danyo distributed and reviewed with the board the April 2023 Financial Report of Michael Danyo and the April 2023 *Treasury Report* in the amount of \$133,582.05 as presented by Michael Danyo.

Resolution 23051805

Acceptance of the May 2023 Finance Committee Meeting Report By: Mrs. Gretchen Alston, Committee Chair

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the Finance Committee Chair and hereby incorporates into these minutes by reference the written report to the board; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

The Finance Committee consisting of F. Phelps, A. Diggs, G. Alston M. Danyo and Dr. Lyles met on May 3, 2023. Their agenda included a review of the proposed budget, proposed staff raises, proposed salary adjustment, and proposed employee retention bonus.

Resolution 23051806

Acceptance of the May 2023 Education Committee Meeting Report By: Angela Epperson

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the Education Committee Chair and hereby incorporates into these minutes by reference the written report to the board; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

The Education Committee consisting of Dr. Lyles, A. Epperson and T. Peterson, met on May 10, 2023. Their agenda included a review of the proposed budget, proposed staff raises, proposed salary adjustment, ESSRS balance, proposed employee retention bonus and staff recruitment and retention.

F. Budget

MOTION
FP
SECOND
AD

VOTE:
 PASS
 FAIL

Resolution 23051807

Approval of 2023-24 Budget By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the 2023-24 Keystone Academy Charter School Budget in the amount of \$14,335,981; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the 2023-2024 Keystone Academy Charter School Budget.

By Roll Call Vote:

Gretchen Alston YES
Alma Diggs YES
Angela Epperson YES
Marie McCarthy Absent
Tina Peterson YES
Fred Phelps YES

G. Personnel

MOTION
TP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23051808

Approval of 2023-24 Staff Percentage Raise: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby approves an 11% annual salary increase for Keystone Academy Charter School staff commencing in the 2023-24 School Year; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the 11% annual salary increase for Keystone Academy Charter School staff commencing in the 2023-24 School Year.

By Roll Call Vote:

Gretchen Alston YES
Alma Diggs YES

Angela Epperson YES
Marie McCarthy Absent
Tina Peterson YES
Fred Phelps YES

MOTION
TP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23051809
Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of the following personnel:

Michael Browning to the position of Principal effective July 1, 2023; at an annual salary of \$120,000.00 and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the appointment of Michael Browning to the position of Principal effective July 1, 2023; at an annual salary of \$120,000.00.

Resolution 23051810
Approval of Salary Adjustment By Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an adjustment to the Vice Principal salary establishing a yearly starting salary of \$95,000 effective SY 2023-24; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board an adjustment to the Vice Principal salary establishing a yearly starting salary of \$95,000 effective SY 2023-24.

Resolution 23051811
Approval of Salary Adjustment By: Dr. Claudia Lyles, CEO

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an adjustment to the annual salary of Dr. Natasha Cox, Vice Principal, to \$98,000.00 for SY 2023-24, effective July 1, 2023; and the addition of a \$3000.00 one-time adjustment to the salary of Brent Kreiser, Special Education Coordinator, effective August 2023; and

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board an adjustment to the annual salary of Dr. Natasha Cox, Vice Principal, to \$98,000.00 for SY 2023-24, effective July 1, 2023; and the addition of a \$3000.00 one-time adjustment to the salary of Brent Kreiser, Special Education Coordinator, effective August 2023.

Resolution 23051812
Acceptance of Change in Resignation Date By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a change in the resignation date for Nina Green from April 28, 2023 to April 27, 2023; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the change in the resignation date for Nina Green from April 28, 2023 to April 27, 2023.

Resolution 230518013
Approval of Employee Retention Bonus (ESSER) By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves of a Keystone Academy Charter School employee bonus of \$6,000.00 for the fiscal year from July 1, 2023 to June 30, 2024, granted in two payments:

- a. the first employee bonus of \$3,000.00 in January 2024; and
- b. the second and final employee bonus of \$3,000.00 in June 2024; and

FURTHER RESOLVED, that this bonus may be granted, in a prorated annual amount, to Keystone Academy Charter School staff who are contracted after the August 23, 2023 date; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

By Roll Call Vote:

Gretchen Alston YES
Fred Phelps YES
Alma Diggs YES

Angela Epperson YES
Marie McCarthy Absent
Tina Peterson YES

Resolution 23051814

Approval of Summer Programs and Staff By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following programs, staff, and stipends for summer 2023:

MOTION
TP
SECOND
AE
VOTE:
[X] PASS
[] FAIL

- 1) ESY and Summer School from June 20-July 20th and from 8am-12pm Monday through Thursday for a maximum of seventy-two hours (72) hours each, at the indicated hourly rates of \$35/hr. for teachers and \$25/hr. for aides/clerical at a total cost of \$49,320.00 (ESSER Funds):

ESY Staff:

Samantha Snyder
Lauren Daiutolo
Brent Kreiser (coordinator)
Kelly Liston
LaTasha Hall
Virginia Poulterer (aide)

Summer School Staff:

Lisa Alullo
Jennifer Engle
Christina Carrasquillo
Christine Sanginiti
Kelly Koreck
Allison Knorr
Rylee Shockley
Katelyn Johnson
Kamisha Gayle
William Masgai
Carolyn Roth (aide)
Delilah Santiago (aide)
Fallon Pessa (aide)
Jessica Ortega (aide)
Kristen Leonard

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following staff and stipends for summer work at and hourly rate of \$35.00 in a total amount of \$5,180.00; and

- 1) Michelle DelBuono – 60 Hours for ordering and inventory of curriculum materials and professional development planning; and

- 2) Kristin Leonard – 40 hours to complete ESL screenings for incoming students; and
- 3) Brett Kreiser 30 hours for the review of special education files, incoming documents, and summer evaluations; and
- 4) Special Education teacher (new appointment) 10 hours to review IEPs prior to student arrival; and
- 5) Rebecca Norcross - 8 hours to plan and conduct middle school/parent meetings; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the programs, staff, and stipends for summer 2023.

H. Policy

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23051815

Approval of Wellness Policy By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2023 updates to the Keystone Academy Charter School Wellness Policy, as presented; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the Keystone Academy Carter School Wellness Policy .

I. Calendar

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23051816

Approval of Board Meeting Calendar By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2023-24 Board of Trustees of Keystone Academy Charter School Meeting Calendar, as presented; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the 2023-24 Board of Trustees of Keystone Academy Charter School Meeting Calendar.

J. Professional Development

MOTION
AE
SECOND
AD
VOTE:
[X] PASS
[] FAIL

Resolution 23051817

Approval of Conference Attendance By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves registration, travel and meal fees for the following staff to attend programs of professional development as listed below funded by ESSER:

- 1) Allison Knorr and Aimee Broadbelt to Solution Tree: PLC at Work Institute in Charlotte, North Carolina, June 28-30, 2023

Registrations: \$1,558.00
Flights: \$531.12
Lodging: \$955.00
Meals: \$225.00
Total: \$3,269.12

- 2) Kathryn Makar, Michael Browning, Elizabeth Browning, Amy Hess, Brent Kreiser, Aimee Broadbelt, Allison Knorr, Kelly Koreck, Alison Waldron, Jaime Hughes, Rylee Shockley to Solution Tree: RTI at Work Institute in Bellevue, Washington, August 7-9, 2023

Registrations: \$8,239.00
Flights: \$9,467.16
Lodging: \$7,690.98
Meals: \$1,100.00
Total: \$26,497.14

- 3) Rebecca Norcross, Latasha Hall, Larnette Davis-Jones to 2023 National SEL Conference in Lancaster, PA., May 15-17, 2023 (retroactive)

Registrations: \$2,097.00
Lodging: \$1,058.94
Meals: 150.00
Total: \$3,305.94

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the registration, travel and meal fees for the staff to attend programs of professional development.

K. Student Placement

MOTION

Resolution 23051818

FP
 SECOND
 TP
 VOTE:
 PASS
 FAIL

Approval of Student Placement By: Dr Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the tuition and related fees for student #10020048 to attend LifeWorks – Foundations effective May 19, 2023 at the following tuition rate:

- 1) **Daily rate of \$247.00 – total of \$3,872.00 for the remainder of the school year; and**
- 2) **ESY rate of \$154.00 – total of \$4,620 for summer 2023; and**

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the tuition and related fees for student #10020048 to attend LifeWorks – Foundations effective May 19, 2023.

Community Comment Colloquy (General Counsel)

Good evening, my name is Daniel H. Saidel, with Sand & Saidel, PC, and General Counsel to the Keystone Academy Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question, or respond in any way to your public comment. I will begin the time now.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

J. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON JUNE 15 2023.

ADJOURNMENT

MOTION
 FP
 SECOND
 AE
 VOTE:
 PASS
 FAIL
